

Child and Adult Care Food Program (CACFP) • Adult Day Care Centers Menu Production Record 4 — Lunch and Snack (AM or PM)

Site: _____

Date: _____

This sample production record applies to the new CACFP meal patterns required by the USDA [final rule](#), which takes effect on October 1, 2017.

Number of Meals Served (Complete this section AFTER meal service)		
	Lunch	Snack <input type="checkbox"/> AM <input type="checkbox"/> PM
Reimbursable Meals:		
Nonreimbursable Meals:		
Total Meals:		

Meal Pattern <i>See the CACFP Meal Pattern for Adults (October 1, 2017 through September 30, 2019) for the required components and serving sizes for each meal type</i>		Column 1	Column 2	Column 3				Column 4	Column 5	Column 6
		Menu Item	Recipe Number or Product Name	Serving Size and Amount Prepared				Total Quantity of Food Used <i>e.g., number of servings, pounds, cans</i>	Amount Leftover	Total Amount Served <i>(Column 5 minus Column 6)</i>
				Reimbursable Meals		Nonreimbursable Meals				
				Serving Size	Number of Servings	Serving Size	Number of Servings			
Lunch	Milk									
	Vegetables									
	Fruits									
	Grains *									
	Meat/Meat Alternates									
	Other Foods <i>Do not credit</i>									
Snack (Choose 2 of 5)	Milk									
	Vegetables									
	Fruits									
	Grains *									
	Meat/Meat Alternates									
	Other Foods <i>Do not credit</i>									

* Indicate “WGR” next to whole grain-rich (WGR) menu items. For more information, see [Identifying Whole Grain-rich Products in the CACFP](#).

CACFP Adult Day Care Centers Menu Production Record 4 — Lunch and Snack (AM or PM), continued

INSTRUCTIONS

Site and Date: List the site name and date of meal service.

Number of Meals Served: Complete this section **after** the meal service. Indicate the number of reimbursable meals served to adult participants, and the number of nonreimbursable meals, if applicable, e.g., meals for CACFP staff and incomplete meals served to adult participants.

Menu Item (Column 1): List all planned menu items. Include noncreditable foods (e.g., desserts and condiments), and any substitutions. For information on the CACFP adult meal pattern requirements, see [CACFP Meal Pattern for Adults \(October 1, 2017 through September 30, 2019\)](#) and the Connecticut State Department of Education's (CSDE) [Meal Pattern Requirements for CACFP Adult Day Care Centers](#) Web page. For information on "other" foods, see [Noncreditable Foods in CACFP Adult Day Care Centers](#).

Recipe Number or Food Product (Column 2): Indicate the recipe (and recipe number, if available) or name of food product used. Include the form (e.g., fresh, frozen or canned) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar).

Serving Size and Amount Prepared (Column 3): Indicate the serving size and number of servings of each planned menu or food item served to adult participants, and to CACFP staff, if applicable.

Total Quantity of Food Used (Column 4): Indicate the total amount of food used to prepare the number of planned meals indicated in column 3. For single-serving items like hamburgers or oranges, record the total number of items or servings prepared, e.g., 100 oranges, 250 servings of hamburgers. For all other items, indicate the amount of food used with as much detail as possible, e.g., "3 10-lb. boxes," "2 #10 cans" or "1½ recipes."

Amount Leftover (Column 5): Indicate the amount of food leftover for each menu item. If the item can be counted, record the number, e.g., 10 oranges. If the item can be measured in volume, record the estimated amount, e.g., "half of a full-size steam table pan" or "2 quarts." Use consistent measurements. For example, if the total quantity of food used (column 4) is 150 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).

Total Amount Served (Column 6): Subtract *Amount Leftover* (column 5) from *Total Quantity of Food Used* (column 4) to determine the total amount of food served



For information on the CACFP, visit the CSDE's [CACFP Adult Day Care Centers](#) Web site or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This form is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/forms/adultpr4new.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/cacfp/forms/adultpr4new.doc.

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